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AUTHOR	Campbell, Michael
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ABSTRACT

A project was undertaken to develop a curriculum for a course in computerized legal education that could be used at Highline Community College in Midway, Washington. As part of the curriculum development effort, project staff reviewed relevant literature, visited colleagues at the University of Washington and the University of Puget Sound Law Schools who use the WESTLAW and LEXIS computerized legal research systems, interviewed representatives of each system, and prepared a detailed curriculum for a course in computerized legal research. As a result of these activities, those working on the project became familiar with the workings of both the WESTLAW and LEXIS systems and learned how to explain them to students. A computerized legal research curriculum was drafted and subsequently revised following evaluations by faculty and students at Highline Community College. Based on their review of the two legal research systems, the project staff recommended that Highline Community College lease the WESTLAW system for a year and evaluate its effectiveness for use by paralegal students. (MN)

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COMPUTERIZED LEGAL RESEARCH

FINAL REPORT

Project No. 83-APF(156)NB

Research Project in Vocational Education
Conducted Under Public Law 94-482

Michael Campbell
Highline Community College
240th and Pacific Hwy., South
Midway, WA 98032-0424

December 1983

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RESEARCH COORDINATING UNIT
Washington State Commission for Vocational Education

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The project reported herein was performed pursuant to a grant from the Research Coordinating Unit of the Washington State Commission for Vocational Education. Contractors undertaking such projects under the Commission for Vocational Education sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Commission for Vocational Education position or policy.

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TABLE OF CONTENTS

SUMMARY OF THE REPORT.....Page 4

BODY OF THE REPORT.....Page 5

APPENDIX A: CURRICULUM MATERIALS FROM UPS AND UW... .Page 11

APPENDIX B: WESTLAW DATA BASE - SEPTEMBER 1983.....Page 26

APPENDIX C: WESTLAW QUERY PLANNER.....Page 36

APPENDIX D: ARTICLE FROM NATIONAL PARALEGAL REPORTER.....Page 38

APPENDIX E. BIBLIOGRAPHY.....Page 41

SUMMARY OF THE REPORT

5. (a) March 1983 to December 1983.

5. (b) OBJECTIVE: To develop a curriculum for computerized legal research.

SUB-Objective 1: To conduct a review of the literature and curriculum materials now in use.

SUB-Objective 2: To develop a detailed curriculum for a course in computerized legal research at Highline Community College.

SUB-Objective 3: To develop instructional guidelines for this curriculum for both teacher and student.

5. (c) The procedures followed for this project were to:

1. Conduct an ERIC search of the relevant literature.
2. Visit colleagues at the University of Washington and University of Puget Sound Law Schools who use LEXIS and/or WESTLAW.
3. Interview representatives of the WESTLAW and LEXIS systems.
4. Prepare a detailed curriculum for a course in "computerized legal research."
5. Conduct an evaluation of the project.

5. (d) One of the accomplishments of this project was to become familiar with how the WESTLAW and LEXIS legal research systems work, and how they can be explained to students through instruction. Another accomplishment was the development of a curriculum to present to community college legal assistant students.

5. (e) Students and faculty in the program at Highline Community College have reviewed the computerized legal research curriculum and their insights have been incorporated into the final draft.

5. (f) The major conclusion coming from this project is that the computer companies have made their software increasingly user-friendly, and the biggest challenge facing instructors is to help students design their research. The principal recommendation for the future is that Highline Community College should lease WESTLAW for a year and evaluate our paralegal students' use of it.

6. (a) The problem area this project was involved with was the development of a curriculum for training paralegal students at Highline Community College in the use of computerized legal research techniques. At present very little training is done in this area because of the cost of the computer time, the newness of the technology, and the rapidly changing pace of the technology.

6. (b) OBJECTIVE 1: To develop a curriculum for computerized legal research.

SUB-Objective 1: To conduct a review of the literature and curriculum materials now in use.

SUB-Objective 2: To develop a detailed curriculum for a course in computerized legal research at Highline Community College.

SUB-Objective 3: To develop instructional guidelines for this curriculum for both teacher and student.

6. (c) The student population of the Highline Community College Legal Assistant Program numbers 100 to 125 students. The faculty includes two full-time instructors who also teach political science courses, and five to ten part-time instructors who are practicing lawyers and have expertise in the fields they are teaching. The design of this project was to discuss with neighboring law schools, computer vendors, other legal assistant program educators, plus our own students and faculty the importance of computerized legal research, and how best to train students in its uses and application.

The procedures followed were simple: (1) to read the relevant literature, (2) to visit with as many people as possible who could give us some insight into these issues, (3) to collect relevant curriculum materials (see Appendix A), (4) to spend time on the computer with the WESTLAW and LEXIS systems, (5) to write up a curriculum, (6) to have students and faculty evaluate this curriculum, and (7) to file quarterly reports and this final report.

6. (d) The major accomplishments of this project were:
   (1) to become familiar with how the WESTLAW and LEXIS legal research systems work,
   (2) to become familiar with the manuals that the WESTLAW and LEXIS systems provide for their users.
   (3) to develop a curriculum to present to community college legal assistant students.

It became clear that there was no need to write guidelines for our curriculum because we found the WESTLAW and LEXIS systems so user-friendly, with excellent manuals and on-line training. Directly following is an outline of our curriculum.

COMPUTER CURRICULUM FOR THE PARALEGAL STUDENT

Unit 1: Computers and the Future

I. Broad Evolutionary Perspective on Socio-cultural Change.
   A. Rate of Change is Increasing.
   B. Predicting the Probabilities of Future Scenarios.
   C. Continuing Trends versus Major Paradigm Shifts.

II. Our World Today
   A. Rapid Change in Technology, Life Styles, and Values.
   B. Future Shock.
   C. The Information Society.
      1. Information Industries Claim Greater Share of World's GNP.
      2. Total Supply of Information Doubles Every 3 Years.
      3. Tremendous Growth in Spending on Data Processing Machinery.

III. Computers are Major Part of Rapidly Changing World.
   A. Computers are Powerful Information-Processing Tools.
   B. Computers Expand Our General Capacity to Manage Information.
   C. Our Society is Becoming More Complex.
      1. Increasingly Greater Specialization of Labor
      2. More Complex Bureaucratic Organizations.
      3. Greater Technological Complexity.
   D. Computers are Increasingly Necessary to Our Very Complex Society.

IV. Optimistic View of the Future with Computers.
   A. A More Humane, Personalized Society with Greater Freedom.
   B. Computer-assisted Manufacturing Leads to Increased Standard of Living and Shorter Work Week.
   C. Home Computers Stimulate Individuals and Enrich Their Lives.
   D. Home Opinion Polling Brings About More Democratic Process.

V. Pessimistic View of the Future With Computers.
   A. Computers Dominate Our Lives.
   B. Society Places Greater Value on Efficiency Than on More Noble Qualities.
   C. Humans Lose Jobs and Dignity to Robots.
   D. Home Opinion Polls Lead to "Lynch Mob" Mentality of the Majority.
   E. Voice-print Analyzers Help Big Brother Prey on Us.

VI. Computers Have Impact on Legal Field.
   A. Software Piracy Leads to Concerns about Copyrights and Patents.
   B. Computer Crime: Laws That Have Been or Need to Be Enacted.
   C. Privacy Legislation.
   D. Computers in Local Government.
   E. Computerized Records: in Court and in Law Offices.

Unit 2: Computers and the Modern Law Office

I. History of Law Office Technology

II. Today's Law Office Computers.
   A. Wordprocessing
   B. Mini and Micro computers
   C. Electronic offices.
   D. The Future.

III. Different Computer Functions in the Law Office
   A. Billing, Time and Cost Records.
   B. File Management.
   C. Docketing.
   D. Work Balancing.

IV. Litigation Support Systems.
   A. Different Types.
      1. Manual Systems.
      2. Partially Automated Systems.
      3. Fully Automated Systems.
   B. Different Uses of Automated Litigation Support.
      1. Discovery.
         a. Production validation.
         b. Interrogatories.
         c. Deposition preparation.
      2. Factual Research.
         a. Factual patterns.
         b. Background information.
      3. Trial Support.
         a. Exhibit selection.
         b. Exhibit teaching.
         c. Witness verification.
         d. Witness examination.

C. When to Use Automated Litigation Support
   1. Large Amounts of Information.
   2. What Type of Case.
   3. What Size of Case.
   4. Competition.
D. Advantages of Automated Litigation Support.
E. The Legal Assistant's Role in the Automated Litigation Support Process.

Unit 3. How to Use the WESTLAW System

I. The Terminal Keyboard

II. Query Formulation.
   A. Selection of the Proper Data Base. (See Appendix B)
   B. Query Construction. (See Appendix C)
      1. Search Terms.
      2. Synonyms and Alternative Terms.
      3. Root Expansion.
      4. Restrictive Connectors.

III. Westlaw Commands.
   A. Entering the Query.
   B. Editing the Query.
   C. Beginning a New Search in the Same Data Base.
   D. Changing Data Bases.
   E. The Locate Feature.
   F. Field Browsing.

IV. Search Techniques.
   A. Field Searching.
      1. Title Field.
      2. Citation Field.
      3. Court Field.
      4. Judge Field.
      5. Synopsis Field
      6. Topic Field.
      7. Opinion Field.
      8. Digest Field.
      9. Date Field.
   B. Key Number Searching.
   C. Retrieving Cases Citing a Statute or a Rule.
      1. Federal Statutes and Rules.
      2. State Statutes and Rules.

V. Shepard's Citations
   A. Shepard's Commands
   B. Shepardizing a Case Being Displayed.
   C. Scope of Coverage.

Unit 4: How to Use LEXIS

I. A LEXIS Search and How it Works
   A. Elements of a Lexis search.
      1. Words.
      2. Connectors.

II. Connectors.
   A. Disjunctive.
   B. Conjunctive.
   C. Exclusionary.
   D. Combinations of Connectors.

III. Words.
   A. Definition of a LEXIS word.
   B. Noise Words.
   C. Plurals.
   D. Apostrophes.
   E. Hyphens.
   F. Universal Characters.
   G. Equivalents.
   H. Reserved Words, Phrases, and Characters.

IV. Special Searches.
   A. Case Citations.
   B. Time Limited Searches.
   C. Court Limited Searches.
   D. Judge Limited Searches.

6. (e) As the Project Director and Principal Investigator worked on this project they received a great deal of feedback from all of the people they talked to about computerized legal research. Those who had used WESTLAW and/or LEXIS were able to help the most but many others asked significant questions. As the investigators gradually became more knowledgeable they were able to interview more efficiently. In writing the curriculum the Principal Investigator and Project Director worked together from their different perspectives to create the drafts. Finally, in the major evaluation students and faculty in the Legal Assistant Program at Highline Community College were asked to review and critique the curriculum.

6. (f) During the period of this project the National Conference of Paralegal Educators took place in San Diego, California. Davidson Dodd, the project's principal investigator, attended this conference. In talking with people from all over the country who are involved with training in this field, it became undeniably evident that computerized legal research was going to expand and increasingly involve legal assistants. The theme of the conference was the future of technology in paralegal education, and the general thrust of the speakers was that paralegals must be trained in this new technology. (See Appendix D)

The implications of this project is that we need to get the WESTLAW or LEXIS system on campus at Highline Community College. The WESTLAW system is much more reasonably priced at this time so it is the system we recommend. We are presently pursuing this goal.

APPENDIX A: SOME CURRICULUM MATERIALS USED AT THE UNIVERSITY OF PUGET SOUND LAW SCHOOL OR UNIVERSITY OF WASHINGTON LAW SCHOOL

Item #1: LEXIS and WESTLAW: A Table of Equivalent Operators.

Item #2: A LEXIS Exercise.

Item #3: Online LEXIS Training Problem

Item #4: Some LEXIS Problems

LEXIS AND WESTLAW: A TABLE OF EQUIVALENT OPERATORS

By: A. Robert Menanteaux,
Assistant Librarian(Public Service's)

Mary M. Schmidtke,
Assistant Librarian(Public Services)

UNIVERSITY OF PUGET SOUND SCHOOL
OF LAW LIBRARY

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This chart shows the equivalent operators for the LEXIS and WESTLAW computer-assisted legal research systems. The equivalents shown are not always absolute. In some cases they may only approximate each other in final result. When the chart indicates "No Equivalent" this does not necessarily imply that a search could not be developed to obtain the same results. All commands and connectors are given in the upper case. The lower case is used for grammatical purposes. Words that are boxed off indicate keys that can be found on the keyboard. Some examples were excerpted from the materials provided by both services. This effort makes no claim to providing comprehensive coverage of all the commands and connector for both systems. It does not include equivalent commands for all fields and segments (such as the administrative law files or the United States Code), nor does it contain the Shepard's commands for either system or those of Autocite. Its primary purpose is to assist the user who may know one service particularly well, in using the equivalent commands for the other service. It may also simply prod the mind into recalling infrequently used operators.

This chart is current as of March 30, 1982. Users are advised to keep abreast of any changes by consulting the update materials provided by WESTLAW and LEXIS.

WESTLAW	LEXIS
FIELD/SEGMENT SEARCHES	
TITLE(Mapp & Ohio)	NAME(Mapp AND Ohio)
CITATION(81 +S 1684)	CITE(81 PRE/6 1684)
COURT(Wash)[1]	WASH is a file in the States library.
COURT(CA9)[1] COURT(#C.A.Wash)[2]	COURT(9th) or COURT(Ninth) APPEALS-STATEMENT(Wash) in CIR file of GENFED library.
COURT(#Wash.App)[2]	Type state name when asked to choose library.[3]
JUDGE(Burger) or OPINION(Burger)	WRITTENBY(Burger)[4]
No Equivalent	OPINIONBY(Burger)[5]
JUDGE(Burger Rehnquist)	WRITTENBY(Burger OR Rehnquist)
SYNOPSIS(Burger /S concur*)	CONCURBY(Burger)
SYNOPSIS(Burger /S dissent*)	DISSENTBY(Burger)
SYNOPSIS(Burger & reversed)	No Equivalent
SYNOPSIS(Burger & affirmed)	No Equivalent
OPINION(Belli)	COUNSEL(Belli)
DIGEST(collective /S bargain*)	Try SEGMENTS key
TOPIC(110) or TOPIC(criminal law)	No Equivalent
DIGEST(110k58)[6]	No Equivalent

[1]More than one court can be specified within the parentheses, e.g. COURT(Wash Cal) or COURT(CA8 CA9).

[2]Some systems require the use of a vertical bar instead of the hash mark.

[3]This will break down all the courts of the state choosen into separately searchable files.

[4]WRITTENBY covers all opinions written by that judge.

[5]OPINIONBY covers only majority opinions written by that judge.

[6]This search will find any case with this specific key number

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WESTLAW	LEXIS
SYNOPSIS(search* /P seiz*)[7]	SYLLABUS(search! W/15 seiz!)[8]
CITATION(17 +S 302)[9]	SECTION(17 PRE/6 302)[10]
DATE SEARCHES	
DATE(IS 1967)	DATE IS 1967 or DATE IS 3-5-67
DATE(AFTER 1967) or DATE(AFT 1967)	DATE AFT 1967
DATE(BEFORE 1967) or DATE(BEF 1967)	DATE BEF 1967
DATE(AFTER 1967 AND BEFORE 1980)	DATE AFT 1967 AND DATE BEF 1980
USE AS CITATORS	
Mapp /S Ohio or Mapp +S Ohio	Mapp W/15 Ohio
81 /S 1684 or 81 +S 1684	81 PRE/6 1684
Mapp 81 +S 1684	(Mapp) OR (81 PRE/6 1684)
STATUTE SEARCHES	
2901.01 & usury	2901.01 OR §2901.01 AND usury
12 +S 94 & venue	12 W/10 94 OR §94 AND venue
RULE SEARCHES	
rule* /S 55(a) & default	F.R.C.P. OR rule OR civ. W/10 55 AND default[11]

in the digest. The topic and key number may also be used by itself or connected with additional natural language, e.g. 110k58 or 110k58 & agent*.

[7]Can only be used in databases where the SYNOPSIS field is available.

[8]Can only be used in files where the SYLLABUS segment is available.

[9]Appropriate for a search in the U.S. Code database.

[10]Appropriate for a search in any file that has this SECTION segment.

[11]Avoid searching subsections incorporating the searchable letters "a" and "f." Queries with these letters will generate search units. Substitute natural language which will help in identifying the particular subsection.

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	WESTLAW	LEXIS
CONNECTORS		
	&	AND
	%	NOT W/n NOT W/SEG AND NOT
	/P	W/n W/SEG
	/S	W/n W/SEG
	+S	PRE/n
LIMITATIONS ON CONNECTORS	To be used consecutively proximity connectors (/P,/S,+S) must be identical or separated by a & or % connector.	The connectors have a priority of execution (consult the Lexis Handbook), the sequence of execution can be changed using parentheses.
COMMANDS		
	G (for display only of query)[12]	REQST R TRANSMIT
	Q (for display and editing of query)	" 2 MODFY M TRANSMIT [13]
	S (begin new search, same database)	NEW SEARCH
	DB ___ (fill in name of new database; for entering a new query against a new database)	CHG LIB or CHG FILE

[12] On Westlaw, every command must be followed by ENTER .

[13] This request will modify any level indicated by the number typed in first. This command statement is a request to modify the query at level 2.

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WESTLAW	LEXIS
S DB ___ (fill in name of new database; for entering the same query against a new database)	After [CHG LIB] or [CHG FILE] will display same query.
Q DB ___ (fill in name of new database; for recalling query for editing and then searching in new database)	Query automatically recalled when [CHG LIB] or [CHG FILE].
P4 or P=4 (will retrieve page 4 of current document) P+4 (will retrieve four pages from current screen) P-4 (will retrieve four pages back from current screen)	[NEXT PAGE] [PREV PAGE] [FIRST PAGE] [14]
R3 or R=3 (will retrieve the third ranked document) R+3 (will retrieve three cases from the current document) R-3 (will retrieve three cases back from the current document)	[NEXT CASE] [PREV CASE] [FIRST CASE] [15]
No Equivalent	[ROLL UP] [ROLL DOWN] (will scroll material on the screen)
No Equivalent	[DISPLAY DIF LEVELS] (allows display of documents from levels other than final search level)
Z (total number of cases retrieved having search words)	Automatically displayed.
L (gives a cite listing for retrieved cases)	[CITE]

[14] [NEXT PAGE] and [PREV PAGE] can be preceded by a number indicating the desired pagination, e.g. [# 3] [NEXT PAGE] will retrieve three pages from the current screen.

[15] [NEXT CASE] and [PREV CASE] can be preceded by a number indicating the desired document, e.g. [# 3] [NEXT CASE] will retrieve three cases from the current document.

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WESTLAW	LEXIS
LOCATE_____(fill in search words; will retrieve terms within case already displayed on screen)	No Equivalent
XL (to cancel LOCATE)	No Equivalent
F (to initiate field browse)	SEGMTS
XF (to cancel field browse)	To return to normal display of documents press: FULL KWIC or VAR KWIC [16]
Automatically displayed	PAGES P (displays number of Lexis screens in case)
No Equivalent	KWIC or VAR KWIC (displays key words in context)
Automatically displayed in full format, if available.	FULL
PRINT or PRINT LOCAL	PRINT CASE
OFF (type in the word)	SIGN OFF
X (cancels a search in progress)	STOP
RLSE, or RLSE (type in either one)	RESET
HELP (type in)	HELP
SYNONYMS	
word adjacency (space between words)	OR

[16] The VAR KWIC key will automatically double the size of the KWIC display; a number typed in immediately before VAR KWIC will increase or decrease the size of the display accordingly.

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	WESTLAW	LEXIS
WORD FORMS	can use * or list words	most plurals and possessives automatically searched; list others (see LEXIS Handbook)
ROOT EXPANSION[17]	* (single or multiple character substitution)	* (single character substitution at the end of a word or can be nested within a word) ! (multiple character substitution)
PHRASES	"res ipsa loquitur" or "res ipsa"	res ipsa loquitur or res ipsa[18]

[17] Root expansion characters may not be substituted for the first letter in a word on either system.

[18] Be aware that you do not always have to search the entire phrase; key words or parts of the phrase are often enough on both systems.

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This exercise is designed to give you an opportunity to see how LEXIS might be useful to research a particular problem. Follow directions exactly, remembering to press the green "transmit" key when appropriate. Observe how the system responds on the video screen. We have chosen an area of law with which you are familiar to help you assess the system's performance. The problem we will research is whether a liquidated damage provision is enforceable when there are little or no actual damages.

I. Signing on.

1. Turn on Power Switch.

2. Pick up the telephone receiver, push the "talk" button and dial 1-800-543-6830.

3. When you hear a high-tone beep, depress the red "data" button and return the phone receiver to the cradle.

4. When LEXIS asks for your identifying number, type "81J126G" transmit.

5. Identify yourself by typing "[your surname], Rombauer, exercise" transmit.

II. Selecting a group of cases to search. Comment: You must decide what group of cases you wish to search. We will start with the highest courts of all states.

6. Type "States" as your library selection, then transmit.

7. Type "OMNI" as your file selection, then transmit.

III. Search Inquiry. Comment: We can now start our search strategy on LEXIS. Assume you have already found a relevant discussion of your problem in the Restatement of Contracts.

8. Type "restatement contract w/4 339 w/8 comment w/2 E" transmit. How many cases do you get?

9. Press the blue KWIC key.

10. Press the blue Next Case key. Comment: You could now go to the National Reporter System to read these cases. Knowing how these cases were digested, you could proceed with conventional research techniques.

IV. Assume you do not know about the Restatement section and are looking for relevant cases.

11. Press the blue Change File key.

12. Type "All" and transmit.

13. Press the blue New Search key.

14. Type "Liquidated w/4 damage" and transmit. How many cases contain this phrase?

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15. Type "M" and transmit.

16. Type "W/25 No w/2 actual", transmit.

17. Press the KWIC key.

18. Using the blue Next Page and Next Case keys, skim several cases. Do these look relevant? Notice that several cases appear irrelevant to our problem (though they satisfy our search). These are called "false drops."

19. Press the blue First Case key.

20. Press the blue Cite key. Notice the format this provides.

21. Press the blue "Print case" key. Comment: By printing citations, you can review the cases you have selected in their printed volumes, using conventional techniques to continue your research.

22. Press the blue Change File key.

23. Type "OMNI" and transmit.

24. Press transmit. See the message on the screen. To go on with this search would cost a law firm well in excess of $100.

25. Press the blue Sign Off key.

26. Type "N" and transmit.

27. Turn off power.

We will talk about this exercise in class.

ONLINE LEXIS TRAINING PROBLEM

You represent a small businessman who has just opened a new retail outlet in Anywhere, U.S.A. The businessman wants to erect a free-standing sign fairly close to the street curb in order to attract customers. He has contacted the local city officials who would issue him the permit to erect the sign; however, he has determined Anywhere has just enacted a minimum set-back requirement for advertising signs erected near city streets. The businessman feels that the set-back requirement is not equitable and wants to challenge the new ordinance. He has asked you to challenge the set-back ordinance on grounds that it may be unconstitutional. In examining the businessman's situation, you want to determine if there are any cases which have addressed this issue so that you will be able to properly advise your client.

LIBRARY _____ FILE _____

SEARCH STRATEGY (in levels):

_____

_____

_____

_____

_____

_____

9/1/82

PS

1. Which of the following would you enter to retrieve all opinions authored by Justice Holmes?

   a. *opinion by (holmes)*

   b. *writtenby (holmes)*

   c. *writtenby holmes*

2. To display your current search terms and the library you have searched, press the:

   a. *change library* key

   b. request key *(R)* and *transmit*

   c. *new search* key

3. True or False:

If You Enter	LEXIS Automatically Retrieves	True	False
person	people	____	____
*workm*n*	workmen's	____	____
client's	client	____	____
beneficiaries	beneficiary	____	____
fifth	5th	____	____
adjudicate	adjudicated	____	____

4. In order to retrieve all cases citing Chestnut v. Ford Motor Company, 445 F.2d. 967 (1971), you would enter:

   a. *445 F.2d. 967*

   b. *445 w/6 967*

   c. *(445 pre/6 967)* or *(chestnut w/15 ford)*

   d. *chestnut v. ford motor co!*

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5. To retrieve a particular case when you know the names of the parties but do not have the cite, you would enter:

   a. *name (hunt et al. v. mobil oil corp.)*

   b. *hunt w/15 mobil*

   c. *name (hunt and mobil)*

6. To retrieve documents discussing health insurance premiums, you should enter *health w/5 insurance w/5 premiums.*

   True_____ False_____

7. After searching level 4, if you want to change or add search terms to level 3, you should press:

   a. *m* and *transmit*

   b. *3m* and *transmit*

   c. *m3* and *transmit*

   d. b or c above

8. To search for documents decided after June 15, 1976 which discuss preliminary injunctions, you would enter:

   a. *preliminary injunction and date aft 6-15-76*

   b. *preliminary injunction and date after 6-15-76*

   c. *preliminary injunction w/seg date (aft 6-15-76)*

9. To search for documents discussing 28 U.S.C. § 1332, you should enter:

   a. *28 w/10 1332* or *§1332*

   b. *28 U.S. Code §1332*

   c. *28 pre/6 1332*

10. The most effective way to search for discussions of res ipsa loquitur would be:

   a. *res ipsa loquitur*

   b. *res w/3 ipsa w/3 loquitur*

   c. *res ipsa*

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11. To locate all cases decided by the 9th Circuit Court of Appeals discussing freedom of the press, you would enter:

a. *free or freedom w/5 press and ninth circuit court*

b. *free or freedom w/5 press and court (9th)*

c. *freedom of the press w/seg court (9th)*

APPENDIX B: WESTLAW DATA BASE--September 1983

WESTLAW DATA BASE - SEPTEMBER 1983

GENERAL FEDERAL:	START OF PRESENT COVERAGE	PROJECTED DEPTH OF COVERAGE
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. District Courts	1950	1950
U.S. Court of Claims	1954	1950
U.S. Claims Court	1982	
Federal Rules Decisions(FRD)	1978	1978
FRD Headnotes	1961	1961
U.S. Code	Yes	Yes
Code of Federal Regulations(CFR)	Yes	Yes
Federal Register	Yes	April 1980
Comptroller General Opinions	N/A	Yes
Presidential Documents	N/A	1936
FEDERAL TAX LIBRARY:		
Westlaw Tax Highlights	Yes	Yes
Tax Notes	1981	1981
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. District Courts	1950	1950
U.S. Court of Claims	1954	1950
Tax Court Reported Opinions	1954	1954
Tax Court Memorandum Decisions	1954	1954
U.S. Code, Title 26	Yes	Yes
Public Laws	1982	1982
International Acts	1954	1954
Regulations from Title 26 CFR	Yes	Yes
Cumulative Bulletin	1954	1954
Revenue Rulings	1954	1954
Revenue Procedures	1954	1954
Commissioner's Delegation Orders	1954	1954
Executive Orders	1954	1954
Treasury Dept. Orders	1954	1954
Written Determinations	1954	1954
Private Letter Rulings	1954	1954
Technical Advice Memoranda	1954	1954

FEDERAL TAX LIBRARY (Cont'd):	START OF PRESENT COVERAGE	PROJECTED DEPTH OF COVERAGE
IRS News Releases	1981	1981
IRS Manual	N/A	Yes
General Counsel Memorandums	*	1967
Actions on Decisions	*	1967
Technical Memorandums	*	1967
FEDERAL SECURITIES:		
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. Court of Claims	1954	1950
U.S. District Courts	1950	1950
SEC Administrative Decisions and Corporate Reorganization Reports	1933	1933
SEC Interpretive Releases (selected)	1933	1933
SEC No-Action Letters	1971	1971
Commodities Futures Trading Commission	1976	1976
U.S. Code	Yes	Yes
Regulations	Yes	Yes
ANTITRUST AND BUSINESS REGULATIONS:		
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. District Courts	1950	1950
U.S. Court of Claims	1954	1950
U.S. Code	Yes	Yes
Regulations	Yes	Yes
FTC Decisions	1960	1960
FEDERAL ADMIRALTY:		
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. District Courts	1950	1950
U.S. Court of Claims	1954	1950
U.S. Code	Yes	Yes
Regulations	Yes	Yes

* 1982-83 documents available in Tax Notes File.

FEDERAL GOVERNMENT CONTRACTS:	START OF PRESENT COVERAGE	PROJECTED DEPTH OF COVERAGE
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. Courts of Claims	1954	1950
U.S. District Courts	1950	1950
U.S. Code	Yes	Yes
Board of Contract Appeals Decisions		
Agriculture	1975	1975
Armed Services	1955	1955
Energy	1980	1980
Corps of Engineers	1953	1953
General Services	1962	1962
Housing and Urban Development	1975	1975
Interior	1955	1955
Labor	1973	1973
NASA	1960	1960
Postal Service	1959	1959
Transportation	1967	1967
Veterans Administration	1958	1958
Regulations	N/A	Yes
Comptroller General Opinions	N/A	Yes
PATENT:		
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. District Courts	1950	1950
Court of Customs & Patent Appeals	1945	1938
U.S. Court of Claims	1954	1950
U.S. Code	Yes	Yes
Regulations	Yes	Yes
FEDERAL COMMUNICATIONS:		
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. District Courts	1950	1950
U.S. Court of Claims	1954	1950
FCC Reports	1975	1965
U.S. Code	Yes	Yes
Regulations	Yes	Yes

	START OF PRESENT COVERAGE	PROJECTED DEPTH OF COVERAGE
FEDERAL LABOR:		
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. Court of Claims	1954	1950
U.S. District Courts	1950	1950
NLRB Decisions	1972	1972
OSHRC Reports	1971	1971
U.S. Code	Yes	Yes
Regulations	N/A	Yes
FEDERAL COPYRIGHT:		
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. District Courts	1950	1950
U.S. Court of Claims	1954	1950
U.S. Code	Yes	Yes
Regulations	N/A	Yes
FEDERAL ENERGY		
U.S. Supreme Court	N/A	1925
U.S. Court of Appeals	N/A	1938
U.S. District Courts	N/A	1950
U.S. Court of Claims	N/A	1950
Federal Energy Regulatory Commission Decisions	N/A	Yes
U.S. Code	N/A	Yes
Regulations	N/A	Yes
DELAWARE CORPORATION LAW:		
Selected Federal Cases:		
U.S. Supreme Court	*	1919
U.S. Court of Appeals	*	1903
U.S. District Courts	*	1932
Selected Delaware Cases:		
Reported Decisions	1966	1888
Unreported Decisions	1975	1975

* coverage is presently available from the WESTLAW general federal case law libraries.

	START OF PRESENT COVERAGE	PROJECTED DEPTH OF COVERAGE
MILITARY JUSTICE REPORTER:		
U.S. Court of Military Appeals	1978	1978
Courts of Military Review for Army, Navy, Air Force & Coast Guard	1978	1978
FEDERAL BANKRUPTCY:		
U.S. Supreme Court	1925	1925
U.S. Court of Appeals	1945	1938
U.S. District Courts	1950	1950
U.S. Bankruptcy Court	1979	1979
U.S. Code Title 11	Yes	Yes
Regulations	Yes	Yes
SHEPARD'S CITATIONS	Yes	Yes
INSTA-CITE	N/A	Yes
WESTLAW CASE HIGHLIGHTS	Yes	Yes
INSURANCE LAW LIBRARY	N/A	Yes
THE FORENSIC SERVICES DIRECTORY	Yes	Yes
BLACK'S LAW DICTIONARY	Yes	Yes
EUROLEX:	Has been announced as a future addition accessible through WESTLAW. Eurolex provides extensive coverage of English, Scottish and European legal materials.	
AMBAR	Yes	

ATTORNEY GENERAL OPINIONS

Attorney General Opinions back to and including 1977 are on-line for the following states:

California	Ohio
Illinois	Pennsylvania
Minnesota	Tennessee
New York	Texas

WESTLAW STATE LAW LIBRARIES

NAME OF STATE		START OF PRESENT COVERAGE FULL TEXT PLUS*	HEADNOTES	PROJECTED FULL TEXT PLUS EXPANSION
ALABAMA	Supreme Court	1965	1957	
	Ct of Civil Appeals	1965	1957	
	Ct of Crim App	1965	1957	
ALASKA	Supreme Court	1965	1957	
	Ct of Appeals	1980		
ARIZONA	Supreme Court	1955		
	Ct of Appeals	1965		
ARKANSAS	Supreme Court	1965	1957	
	Ct of Appeals	1979		
CALIFORNIA	Supreme Court	1945		
	Ct of Appeals	1967	1960	1955
	Appellate Dept Superior Ct	1965	1960	
	Family Law Cases	**	**	**
	Education Cases	**	**	**
	Insurance Cases	**	**	**
	Attorney General Opinions	1977		
COLORADO	Supreme Court	1955		
	Ct of Appeals	1970		
CONNECTICUT	Supreme Court	1965	1957	
	Superior Court	1965	1957	
DELAWARE	Supreme Court	1965		
	Ct of Chancery	1965		
	Superior Court	1965		
	Corporation Law	1975		1888
D.C.	Ct. of Appeals	1965	1957	
FLORIDA	Supreme Court	1955		
	District Courts of Appeals	1957		
GEORGIA	Supreme Court	1965	1957	
	Ct of Appeals	1965	1957	

* Full text plus combines full text coverage plus West prepared headnotes, digest topics, key numbers, and case summaries.

** Same depth of coverage as the other California case files.

WESTLAW STATE LAW LIBRARIES

NAME OF STATE		START OF PRESENT COVERAGE FULL TEXT PLUS*	HEADNOTES	PROJECTED FULL TEXT PLUS EXPANSION
HAWAII	Supreme Court	1965	1957	
	Intermediate Ct of Appeals	1980		
IDAHO	Supreme Court	1965	1957	
	Ct of Appeals	1982		
ILLINOIS	Supreme Court	1945		
	Appellate Court	1965	1957	
	Attorney General Opinions	1977		
INDIANA	Supreme Court	1955	1957	
	Ct of Appeals	1965	1957	
IOWA	Supreme Court	1965	1957	
	Ct of Appeals	1977		
KANSAS	Supreme Court	1965	1957	
	Ct of Appeals	1977		
KENTUCKY	Supreme Court	1965	1957	
	Ct of Appeals	1976		
LOUISIANA	Supreme Court	1957		
	Courts of Appeal	1957		
MAINE	Supreme Judicial Court	1965	1957	
MARYLAND	Ct of Appeals	1965	1957	
	Ct of Special Appeals	1967		
MASSACHUSETTS	Supreme Judicial Court	1965	1957	
	Appeals Court	1972		
MICHIGAN	Supreme Court	1955		
	Ct of Appeals	1965	1965	
MINNESOTA	Supreme Court	1945		
	Attorney General Opinions	1977		
MISSISSIPPI	Supreme Court	1965	1957	
MISSOURI	Supreme Court	1965	1957	
	Ct of Appeals	1965	1957	

* Full text plus combines full text coverage plus West prepared headnotes, digest topics, key numbers, and case summaries.

WESTLAW STATE LAW LIBRARIES

NAME OF STATE	START OF PRESENT COVERAGE FULL TEXT PLUS*	HEADNOTES	PROJECTED FULL TEXT PLUS EXPANSION
MONTANA Supreme Court	1965	1957	
NEBRASKA Supreme Court	1965	1957	
NEVADA Supreme Court	1965		
NEW HAMPSHIRE Supreme Court	1965	1957	
NEW JERSEY Supreme Court	1948		
Superior Court	1948		
Tax Court	1980		
NEW MEXICO Supreme Court	1965	1957	
Ct of Appeals	1967		
NEW YORK Court of Appeals	1940		
Supreme Court App Div	1965	1957	
Supreme Court	1965	1957	
Family Law Cases	**	**	**
Education Cases	**	**	**
Insurance Law Cases	**	**	**
Attorney General Opinions	1977		
NORTH CAROLINA Supreme Court	1965	1957	
Court of Appeals	1968		
NORTH DAKOTA Supreme Court	1965	1957	
OHIO Supreme Court	1965	1957	
Court of Appeals	1965	1957	
Attorney General Opinions	1977		
OKLAHOMA Supreme Court	1965	1957	
Ct of Criminal Appeals	1969		
Ct of Appeals	1969		
OREGON Supreme Court	1965	1957	
Ct of Appeals	1969		

* Full text plus combines full text coverage plus West prepared headnotes, digest topics, key numbers, and case summaries.

** Same depth of coverage as other New York case files.

WESTLAW STATE LAW LIBRARIES

NAME OF STATE	START OF PRESENT COVERAGE FULL TEXT PLUS*	HEADNOTES	PROJECTED FULL TEXT PLUS EXPANSION
PENNSYLVANIA Supreme Court	1965	1957	
Superior Court	1965		
Commonwealth Court	1970		
Attorney General Opinions	1977		
RHODE ISLAND Supreme Court	1965	1957	
SOUTH CAROLINA Supreme Court	1965	1957	
SOUTH DAKOTA Supreme Court	1965	1957	
TENNESSEE Supreme Court	1965	1957	
Ct of Appeals	1965	1957	
Ct of Criminal Appeals	1965		
Attorney General Opinions	1977		
TEXAS Supreme Court	1920		
Court of Civil Appeals	1950		
Court of Criminal Appeals	1950		
Attorney General Opinions	1977		
UTAH Supreme Court	1965		
VERMONT Supreme Court	1965	1957	
VIRGINIA Supreme Court	1965	1957	
WASHINGTON Supreme Court	1964	1957	
Ct of Appeals	1969		
WEST VIRGINIA Supreme Court	1965	1957	
WISCONSIN Supreme Court	1965	1964	
Ct of Appeals	1978		
WYOMING Supreme Court	1965	1957	

* Full text plus combines full text coverage plus West prepared headnotes, digest topics, key numbers, and case summaries.

APPENDIX C: WESTLAW QUERY PLANNER

QUERY PLANNER

DIRECTIONS

1. Write down your issue.
2. Determine your key terms and write them in the boxes below. Ask yourself what words will occur in a relevant case. These are your key terms.
3. Write all synonyms and alternatives for each key term directly below that key term. Put in all relevant forms of each term. Consider root expansion.
4. Decide if you want to do a field search. Select a field from the list of field names. Write the name in the last column on the worksheet. Within the parenthesis write in the term you want to occur in the field.
5. Enclose phrases in quotation marks. Consider using the /s between key terms instead of the quotation marks.
6. Decide on the most likely relationship between columns of terms. Select the appropriate connector from the following list and insert it in the smaller boxes between columns of key words.

CONNECTORS

- & requires that one of the terms on each side of the & be in the document.
- /p requires that one of the terms on each side of the /p be in the same paragraph.
- /s requires that one of the terms on each side of the /s be in the same sentence.
- +s requires that one of the terms in front of the +s precede one of the terms following the +s in the same sentence.
- % instructs the computer to ignore documents which contain any of the terms after the percent sign.

FIELD NAMES

JUDGE
COURT
TITLE
TOPIC
OPINION
SYNOPSIS
DIGEST
HEADNOTE

TAX AND US CODE FIELD NAMES

CITATION
CAPTION
PRELIM
TEXT

WORK SHEET

THE ISSUE: _____

Example Key Term	Key Term 1		Key Term 2		Key Term 3		Key Term 4		FIELDS and Field Terms
Automobile*									EXAMPLE:
Synonyms or Alternatives	Synonyms or Alternatives	CONNECTOR	Synonyms or Alternatives	CONNECTOR	Synonyms or Alternatives	CONNECTOR	Synonyms or Alternatives	CONNECTOR	Court (n.y.)
car									( )
cars									( )
vehicle*									( )
truck*									( )
auto									( )
autos									( )

SEE REVERSE SIDE FOR EXAMPLE

The Issue: What is the liability of a drug manufacturer for failing to disclose possible side effects caused by the use of a drug. Retrieve Illinois cases only.

Key Term 1	CONNECTOR	Key Term 2	CONNECTOR	Key Term 3	CONNECTOR	Key Term 4	CONNECTOR	FIELDS and Field Terms
drug	/p	manufactur*	/p	disclos*	/p	risk*	&	Court (Ill.)
Synonyms or Alternatives		Synonyms or Alternatives		Synonyms or Alternatives		Synonyms or Alternatives		
drugs		company		warn*		danger*		( )
pharmaceutical*		companies		label*		effect		( )
				"pack* insert*"		effects		( )
						hazard*		( )
						react*		( )

APPENDIX D: ARTICLE FROM NATIONAL PARALEGAL REPORTER

NATIONAL PARALEGAL REPORTER

Vol. 7, No. 2 | Official Publication of NATIONAL FEDERATION of PARALEGAL ASSOCIATIONS | Winter 1982

Computers: Key to the Paralegal's Future?

As the future manifests itself in our present day lives, the fantasies we once had about a computerized world are barging through our doors and situating themselves in our living rooms and offices. We can no longer sit back, starry-eyed and mystified, about the coming of the computer. The fear of a foreign intelligence greater than our own is quickly being overwhelmed by a fear of the ghost of the not-too-distant past, the obsolete, the inefficient, the ignorant. We must become actors in conceptualizing and actualizing the possibilities and not merely *reacting* to the change.

In keeping with that theme, the *Reporter* presents you with the following articles about the historical and practical uses of computers in the legal field. The articles are written by paralegals who have capitalized on this technology and made it work for them, for their law office and its clients.

Automated Law Offices

Linda Harrington (SFALA)

No one is better suited to develop an automated practice area system than the legal assistant with years of experience in that field of law.

Most of us have already developed systems which work for us, keep us organized and allow us to function efficiently. These systems are ripe for translation into computerese.

Many of us are familiar with the uses of large computer systems and the typical operations to which they are dedicated.

Usually, a central computer acts as a processor feeding a number of terminals which are used for specific purposes. (See Fig. 1, page 10)

New Age Computer Applications

The one-computer-in-the-office system is fast becoming an antiquated way of handling the numerous jobs that exist in law offices. Since the emergence of microcomputers as powerful machines in their own right, it is apparent that law offices will benefit most by having microcomputers replace the "dumb" terminal.

Using microcomputers both as terminals and as computers with their own power will increase productivity and accuracy. The micros can communicate with each other (and/or with a central processor) via telephone hook-up ("modem") or through plug-in compatibility. Information can also be shared among the micros by exchange of discs among the machines.

The work unit will be both an extension of the main office system and a micro-system in its own right.

So many professionals are now working with computers that the day can hardly be far away when paralegals will be outfitted with computers, too.

Technicians Needed

Computers speak their own

Continued on page 10

Linda Harrington is the owner of Linda Harrington and Associates, a firm of free lance probate specialists, in San Francisco.

Inside . . .

- Free Lancers Make Use of Microcomputers p.2
- Administration by Computer..... p.2
- President's Column p.3
- Use of a Home Computer by an Association p.3
- The Impact of Electronic Technology on the Law Office p.4
- Texas Allies p.5
- Ten Caveats Concerning Purchase of a Computer System p.5
- NFPA Establishes National Advisory Board p.6
- Regional News p.7
- No Contempt in Kentucky p.8
- Saturday Diary p.9
- NFPA Tenth Annual Business Meeting..... p.14

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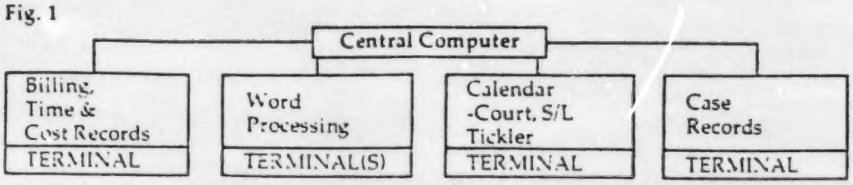
Fig. 1



Automated Law Offices

Continued from page 1

languages. Law firms have suffered from the mistaken belief that a computer programmer can be hired to develop a personalized system for the firm if the programmer can speak the computer language.

Fortunately, it has occurred to some that it is far easier to teach an in-house technician to speak computerese than it is to teach a programmer how the office works and what the office needs are. For this reason, the search is on for the technical expert who will be able to develop a customized system which will work for the purpose intended.

There is no more likely candidate for office technician than the paralegal. The experienced paralegal is a person who is the technical expert in his/her practice area. As such, the paralegal is the person most capable of developing a workable system to produce the work required.

Training

To learn how computers work and how they can be trained to do what we want them to, we must know how to speak one of the languages which they use. Having already mastered legalese, learning another language is not really intimidating. The easiest language for a lay person to learn is BASIC. There are a number of different versions of BASIC and many books on the subject, from beginner-type volumes to expert level. There are numerous computer magazines, many of which contain sample BASIC programs. It was most helpful to me to see a sample program and read about its applications when I was learning to program.

Many local colleges offer "hands on" computer courses. In a semester, real experience is garnered in mastering the mysteries of computer communications.

After learning the language, you must learn the machine. A computer is the machine which processes information. The information is stored on discs or tape. So, the computer has to have a plug where the disc drive or tape machine can be attached. There are different types of disc drives and tape machines. There are also different sizes of discs and different capacities for information storage.

The computer sends the information out to you if requested to do so. Therefore, you must learn about the ways information can be retrieved and transferred.

As you learn to speak the language and control the machine and its peripherals, you will be developing your system and your career.

Conclusion

Tackling a new project is invigorating and challenging. It is natural for a specialist to want to systematize and organize work projects. It is also natural for the specialist to use his/her skills as tools to adapt to changing circumstances. It is the legal assistant who merges technical expertise with modern technology who will be irreplaceable in the law office of tomorrow. An irreplaceable person can define his/her work space, work place and financial requirements. That's our mutual future.

BEST COPY AVAILABLE

APPENDIX E: BIBLIOGRAPHY

I. GENERAL PUBLICATIONS

Buxson, Scott F.: "Computer Assisted Legal Research," Legal Problem Solving, Marjorie D. Rombauer, West Publishing, 1983.

Evans, Christopher: The Micro Millennium, Washington Square Press/Pocket Books, 1979.

Frates, Jeffrey and William Moldrup: Computers and Life, Prentice-Hall, Inc., 1983.

Sanders, Donald H.: Computers in Society, McGraw-Hill, Inc., 1981.

II. SPECIAL PUBLICATIONS BY MEAD DATA CENTRAL (200 Park Ave., New York, N.Y. 10166)

LEXIS: A Primer. 16 pages.

LEXIS: Handbook. 48 pages.

III. SPECIAL PUBLICATIONS BY WEST PUBLISHING COMPANY (P.O. Box 3526, St. Paul, Minn. 55165)

WESTLAW: Access Guide for the IBM 3101 Terminal: Basic User Training, 14 pages.

WESTLAW: User's Manual. 1981. 41 pages.

West's LAW FINDER: A Legal Research Manual. 1976. 64 pages

WESTLAW in Action. 16 pages.

WESTLAW: Reference Manual. 1982. 182 pages.